

SUNSET INC.

Board of Directors Meeting
February 14, 2024, 9:00 a.m. EST

Mark Hilton called the meeting to order at 9:03 am EST. Linda Durst called the roll. Stacy Howard, Mark Hilton, Deb Jones, Emidio Carrico, and Linda Durst attended the meeting by phone. Bob Collins attended by phone. Many owners attended the meeting by phone.

Mark Hilton confirmed that proper notice was sent to all owners and the manager by mail on February 10, 2024. The meeting is also being recorded.

Confirmation of a Quorum:

Mark Hilton confirmed with 5 of the 5 active board members present the quorum requirements were satisfied, and the meeting can be held.

Secretary Report:

Linda Durst stated that the minutes from January 17, 2024, and January 25, 2024, were emailed to the board members and updates were done. Mark Hilton moved to approve the minutes from January 17, 2024. Linda Durst seconded. No comments or questions. Vote taken and Linda Durst, Deb Jones, Mark Hilton, Emidio Carrico, and Stacy Howard with ayes. Motion carries. Mark Hilton moved to approve the minutes from January 25, 2024. Linda Durst seconded. No comments or questions. Vote taken and Linda Durst, Deb Jones, Mark Hilton, Emidio Carrico, and Stacy Howard with ayes. Motion carries.

New Business:

Mark Hilton moved to approve the application for membership for unit 802, LLC, and accept the sale and new owners. Deb Jones seconded. Mark Hilton searched the national registry-no issues with the owners of the LLC. No comments by board members. Vote taken and Deb Jones, Mark Hilton, Emidio Carrico, Linda Durst, and Stacy Howard with ayes. Motion carries. Mark Hilton welcomed the LLC owners, Brian & Michelle Mulcahey and Heather & Toby Wendorf to Sunset.

Deb Jones made a motion to hire an owner's agent to represent Sunset and be an advocate for the board and oversee the day to day rebuild of Sunset. Mark Hilton seconded. Deb Jones reviewed the benefits including being a liaison between contractors and the board, ensuring projects are proceeding on schedule, and having a paid expert to ensure work is done as per the contracts. Deb Jones reviewed the responses from 4 companies and commented that they had similar proposals. Keith Consulting declined. Nunner LLC would charge \$10-12,000 per month. OFM Consultants quoted \$175.00 per

hour plus travel expenses. Baird Construction Consulting quoted \$200.000 per hour. Discussion by board members. Deb Jones answered questions from the board members. Mark Hilton opened the floor for the owners to comment on this agenda item per their request. Additional discussion with the board members. Deb Jones recommended Baird Construction Consulting. Deb Jones made a motion to hire Baird Construction Consulting to be the owner's representative for Sunset. Discussion with board members on the amount of a retainer. Mark Hilton made a motion to hire Baird Construction Consulting to be the owner's representative for Sunset with a \$10,000.00 retainer and then billed at \$200.00 per hour. Deb Jones seconded. Vote taken Deb Jones, Mark Hilton, Stacy Howard, and Linda Durst with ayes. Motion carries.

Deb Jones made a motion to approve hiring a design firm to establish a conceptual design and budget for the renovation of the Sunset property. Mark Hilton seconded. Deb Jones shared the RFP with two companies who had similar responses. Clive Daniel Hospitality bid the project at \$38,000. SBH Designs would charge \$175.00 per hour after an initial retainer of \$3000.00 for the first 10 hours. Linda Durst did reach out and got a bid for \$10,000 for just the lobby and tower bathrooms from Diane Torrisi Designs. Discussion by the board members. Mark Hilton opened the floor for the owners to comment on this agenda item per their request. Additional discussion by the board members. Mark Hilton made a motion to give Diane Torrisi Designs two weeks from today to provide a bid that is comparable to Clive Daniel Hospitality. Linda Durst seconded. Vote taken Linda Durst with aye, Deb Jones with nay, Stacy Howard with aye, Mark Hilton with aye. Motion carries.

Mark Hilton made a motion to extend this meeting longer than the resolution's two hours. Vote taken: Deb Jones with nay, Stacy Howard with nay, Linda Durst with aye, Mark Hilton nay. Motion does not carry, and the meeting will not be extended.

Mark Hilton moved to adjourn the meeting. Deb Jones seconded. Vote taken Deb Jones, Mark Hilton, Stacy Howard, and Linda Durst with ayes. Motion carries. The meeting was adjourned by motion and the recording was stopped.

Respectfully submitted,

Linda Durst

Linda Durst, Sunset Secretary